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Approved For Release 2002/09/26 : CIA-RDP76-00883R000100060031-8

DATE 7 / 1 / 73

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OFFICE, DIVISION, BRANCH, SECTION			CUSTODIAN	LOCATION
NPIC				
RECORDS STORAGE			RECORDS SERIES	
TYPE	CODE	EQUIPMENT	1	
142	01	Book case	SCHEDULE NO.	
33	02	Book Shelf	ITEM NO.	SUBJECT
25	03	Card file (3x5), 10-drwr	PHYSICAL FORM	RETENTION CLASS
15	04	Card file (5x8), 10-drwr	DATE (YEAR ONLY)	
0	05	Drawing storage file	FROM	TO
319	06	File cabinet (legal), 5-dr	VOLUME CU. FT.	
73	07	File cabinet (ltr), 5-drwr	2	
21	08	File cabinet (legal), 4-dr	SCHEDULE NO.	
5	09	File cabinet (ltr), 4-drwr	ITEM NO.	SUBJECT
50	10	Kardex (5x8)	PHYSICAL FORM	RETENTION CLASS
20	11	Magnetic tape rack	DATE (YEAR ONLY)	
69	12	Map case, 5-drwr	FROM	TO
3	13	Map case (pigeon hold)	VOLUME CU. FT.	
56	14	Open storage	3	
0	15	Over-safe storage cbnt	SCHEDULE NO.	
4	16	Power file	ITEM NO.	SUBJECT
14	17	Safe file (lgl), 5-drwr	PHYSICAL FORM	RETENTION CLASS
0	18	Safe file (ltr), 5-drwr	DATE (YEAR ONLY)	
79	19	Safe file (lgl), 4-drwr	FROM	TO
0	20	Safe file (ltr), 4-drwr	VOLUME CU. FT.	
79	21	Safe file, 2-drwr	4	
0	22	Safe file (card), 5-drwr	SCHEDULE NO.	
115	23	Safe-T-Stack	ITEM NO.	SUBJECT
16	24	Shelf storage (open)	PHYSICAL FORM	RETENTION CLASS
114	25	Conserv-A-File	DATE (YEAR ONLY)	
25	26	Shelf storage (movable)	FROM	TO
122	27	Shelf storage (TAB)	VOLUME CU. FT.	
133	28	Supply cabinet	5	
36	29	Tab card cabinets	SCHEDULE NO.	
14	30	X-Ray cabinet, 3-drwr	ITEM NO.	SUBJECT
391		Desk (drwrs. only)	PHYSICAL FORM	RETENTION CLASS
40		File Cabinet (legal) 2 drwr	DATE (YEAR ONLY)	
1		File Cabinet (legal) 3 drwr	FROM	TO
119		Film Shelves (Wooden)	VOLUME CU. FT.	
TYPE	CODE	STORAGE AREA	CODE	PHYSICAL FORM
01		Active office space	01	Paper records
02		Vault area	02	Microfilm
03		Secure area	03	Motion picture film
04		Secure storage area	04	Magnetic tape
05		Storage area (open)	05	Sound recordings
			06	Operational film
			07	Photographs
			08	Duplicate film
			09	IBM (tab) cards
			10	5x8 cards
			11	3x5 cards
			12	4x6 cards
			13	Film chips
			14	Machine runs
			15	Combination
CONVERSION TABLE (one cubic foot equivalent)				
10 lin feet		3x5 cards		
6 lin feet		4x6 and tab cards		
4 lin feet		5x8 cards		
1 lin foot		letter or legal		
84 reels		16mm microfilm		
54 reels		35mm microfilm		
7 reels		magnetic tape		
REMARKS:			<ul style="list-style-type: none"> ✓ 1 - Layout Rack (Wooden) ✓ 13 - Card File (5x8) 2 drwr ✓ 1 - Card File (5x8) 1 drwr ✓ 2 - Card File (5x8) 7 drwr ✓ 1 - Card File (5x8) 6 drwr ✓ 1 - Card File (4x6) 8 drwr ✓ 2 - File Cabinet (legal) 1 drwr ✓ 1 - Card File (3x8) 1 drwr ✓ 1 - File Cabinet Photo Tank ✓ 1 - Flex-A-Line ✓ 4 - Card File (4x6) 10 drwr ✓ 1 - Shelves Atlas ✓ 1 - RolleDEX File ✓ 1 - Card File 14 drwr ✓ 1 - Cabinet Mosler Harbor ✓ 94 - File Cabinet 7 drwr ✓ 2 - Safe, Briefing Boards ✓ 1 - WAC Chart File ✓ 1 - Card Catalog (3x5) 	

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SQUARE FOOTAGE OCCUPIED BY EQUIPMENT

<u>Equipment</u>	<u>Unit Sq.Ft.</u>	<u>Total Sq.Ft.</u>
✓ Book Case	6.4	908.8
✓ Book Shelf	6.4	211.2
✓ Card File (3x5), 10 drwr.	8.1	202.5
✓ Card File (5x8), 10 drwr.	5.6	84.0
✓ Drawing Storage File	-----	-----
✓ File Cabinet (legal), 5 drwr.	8.6	2,743.4
✓ File Cabinet (letter), 5 drwr.	8.6	627.8
✓ File Cabinet (legal), 4 drwr.	8.6	180.6
✓ File Cabinet (letter), 4 drwr.	8.6	43.0
✓ Kardex (5x8)	-----	-----
✓ Magnetic Tape Rack	11.0	220.0
✓ Map Case, 5 drwr.	32.5	2,242.5
✓ Map Case (pigeon hold)	11.2	33.6
✓ Open Storage	3.8 6.7	5.7 ^{approx} 71.5
✓ Over-Safe Storage Cabinet	-----	-----
✓ Power File	42.0	168.0
✓ Safe File (legal), 5 drwr.	10.0	140.0
✓ Safe File (letter), 5 drwr.	-----	-----
✓ Safe File (legal), 4 drwr.	10.0	790.0
✓ Safe File (letter), 4 drwr.	-----	-----
✓ Safe File, 2 drwr.	10.0	790.0

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<u>Equipment</u>	<u>Unit</u> <u>Sq.Ft.</u>	<u>Total</u> <u>Sq.Ft.</u>
Safe File (card), 5 drwr.	-----	-----
✓Safe-T-Stack	4.0	460.0
↳ Shelf Storage (open)	6.7	107.2
↳ Conserv-A-File	12.7	1,447.8
↳ Shelf Storage (movable)	11.3	7,919.0
	7,636.5	
↳ Shelf Storage (TAB)	7.5	915.0
↳ Supply Cabinet	9.0	1,197.0
↳ Tab Card Cabinets	4.7	169.2
↳ X-Ray Cabinet, 3 drwr.	9.9	138.6
↳ Desk (drwrs. only)	8.6	3,362.6
↳ File Cabinet (legal), 2 drwr.	8.6	344.0
↳ File Cabinet (legal), 3 drwr.	8.6	8.6
↳ Film Shelves (wooden)	6.6	785.4
↳ Layout Rack (wooden)	5.0	5.0
↳ Card File (5x8), 2 drwr.	5.6	72.8
↳ Card File (5x8), 1 drwr.	5.6	5.6
↳ Card File (5x8), 7 drwr.	5.6	11.2
✓Card File (5x8), 6 drwr.	5.6	5.6
↳ Card File (4x6), 8 drwr.	4.6	4.6
↳ File Cabinet (legal), 1 drwr.	8.6	17.2
↳ Card File (3x8), 1 drwr.	-----	-----
↳ File Cabinet Photo Tank	8.9	8.9
↳ Flex-A-Line	9.7	9.7

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<u>Equipment</u>	<u>Unit Sq.Ft.</u>	<u>Total Sq.Ft.</u>
✓Card File (4x6), 10 drwr.	4.6	18.4
✓Shelves Atlas	7.5	7.5
✓ Rolledex File	9.4	9.4
✓Card File, 14 drwr.	5.6	5.6
✓Cabinet Mosler Harbor	11.3	11.3
✓File Cabinet, 7 drwr.	8.6	808.4
✓Safe, Briefing Boards	8.7	17.4
✓WAC Chart File	13.1	13.1
✓Card Catalog (3x5)	5.2	<u>5.2</u>
TOTAL		27,348.2

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